



LOUISBURG PLANNING COMMISSION MEETING MINUTES

WEDNESDAY APRIL 29, 2015

The Planning Commission of the City of Louisburg, Kansas met at 7:00 p.m. in the City Hall Council Chambers with Chairperson Andy Sauber presiding.

ATTENDANCE:

Commission Members: Nate Apple, Brandon Fosbinder, Scott Hipp, Rick Phillips, Anne Smith, Gus Straughen, Les Page

City Administrator: Rita Cassida (Representing)

City Council: David Cannon

Mayor: Marty Southard

Recording Secretary: Rusty Whitham

Visitors: None

ITEM 1: ROLL CALL

ITEM 2: ADOPTION OF THE ADGENDA:

A motion was made by Nate Apple to adopt the agenda as submitted. The motion was seconded by Les Page. Motion passed 8-0.

ITEM 3: APPROVAL OF THE MINUTES:

Andy Sauber identified a grammatical error within the minutes. The modification to minutes was accepted. A motion was made by Les Page to approve the minutes from the April 1, 2015 Special Call meeting as corrected. The motion was seconded by Rick Phillips and passed 8-0.

ITEM 4: PUBLIC COMMENTS: Persons who wish to address the Planning Commission regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for information purposes only.

None

ITEM 5: PUBLIC HEARING BUSINESS ITEMS:

None

NON-PUBLIC HEARING BUSINESS:

ITEM 6: Discussion Concerning Electric Digital Billboards

Chairperson Andy Sauber opened the discussion to the rest of the Planning Commission by stating that he is fine with changing our current Zoning Regulations allowing Electric Digital Billboards. However, we need to take our time and ensure that we make an informative rational discussion if we do decide to modify our Regulations.

A comprehensive review of supporting documents provided by Staff occurred. Most Commission members provided their opinions concerning this topic. After a lengthy discussion, it was determined that most Planning Commissioners Members were not in favor of changing the Zoning Regulations allowing Electric Digital Billboards within City limits at this time. No action was taken by the Planning Commission.

ITEM 7: OLD BUSINESS: Any old business the Commission may wish to discuss.

None

ITEM 8: NEW BUSINESS:

Rita Cassida mentioned that it have been brought to her attention that there is an opening on the Board and Zoning Appeals (BZA). She explained that in accordance with City Ordinance 1028, the BZA shall consist of five members. Two of the BZA members shall also be members of the Planning Commission. Currently, Scott Hipp is the only Planning Commission member on the BZA. This position shall be appointed by the Mayor.

Anne Smith volunteered to be a member of the BZA.

Rita Cassida then stated that the Developer of Rockville Apartments (Dean Development, LLC.) has submitted an addendum to their previously approved plans. Cassida explained that the current addendum slightly changes the appearance of the exterior portion of the apartment complexes. The new plan removed the decorative bricks located at the bottom of the entrance pillars in front of the apartment buildings. It also removed the small roofing system below the balconies. These two changes are cosmetic and are not structural in nature. Lastly, the Developer has changed the siding from OSB to vinyl. Staff feels that the addendum changes are insignificant and has no objections.

Cassida referenced City Zoning Regulation, Section 616, item G:

“ Minor modifications may be made to an approved site plan by the applicant with approval of the Codes Administrator and without re-approval of the Planning Commission provided that the modifications do not

1. Vary the proposed gross residential density or intensity of use by more than five (5) percent;

2. Increase by more than ten (10) percent the floor area proposed for non-residential use;
3. Increase by more than five (5) percent of the total ground area covered by buildings or the height of buildings; or
4. Substantially change the design of the approved site plan so as to significantly alter:
 - Pedestrian or vehicular traffic flow;
 - The juxtaposition of different land uses;
 - The relation of open space to residential development;
 - The architectural appearance and building materials selected for the project.

If, in the opinion of the Codes Administrator, a site plan is substantially changed from the approved plan, the applicant shall resubmit the site plan to the Planning Commission for approval.”

After the Planning Commission Members reviewed the changes, no negative comment or objections were made.

Anne Smith stated that she had recently attended a free webinar session concerning Planning Commission Ethics. She read aloud some of the highlights from her notes. Smith mentioned that the webinar was extremely informative. Mid-American Counsel plans to hold additional meetings in the future. Smith encouraged other Planning Commission Members to attend.

REPORTS:

ITEM 9: 15003-SP (Site Plan Update) – 215 South Broadway, City Hall Update

A discussion occurred concerning the Planning Commissions requirement to install at minimum three pilasters/piers on the North side of the building. Cassida explained that there is no specific requirement in the Zoning Regulation that would require pilasters/piers on the North side of the building. She referenced Section 618, Item 3 and Section 404, Definitions G in her Staff Report. Cassida suggested that the Planning Commission may consider a text amendment to the Zoning Regulations requiring additional pilasters/piers in the future. At this time Staff and City Council agree that adding additional North side of the building would not be beneficial.

Nate Apple stated that we need to ensure that the bow trusses can support the new load. Apple asked, will the trusses support enough sheetrock that is needed to create a fire break? He asked if the trusses have been evaluated by a third party Engineer. Cassida replied yes. She added that she has a stamped letter from the Engineer.

Apple expressed his concern for this project. He mentioned that we don't even have construction plans yet. He asked, will the plans be detailed enough to ensure that all aspects of construction are outlined leaving no opening for costly change orders.

No additional comments were made.

ITEM 10: Planning Commission By-Laws, Article 1, Chapter 16 of City Code and Ordinance 1028 provided to Planning Commission Members for informational purposes and possible discussion.

The Planning Commission reviewed the documents. Anne Smith asked who is assigned as the current Parliamentarian on the Planning Commission. Chairperson Andy Sauber suggested that he was. Smith recommends that all new members receive copies of these documents. New members should be required to sign the documents affirming that they received them and understand their duties and requirements. Most Planning Commission Members agreed.

ITEM 11: ADJOURNMENT:

A motion was made by Les Page to adjourn the meeting. Second was made by Anne Smith. The motion passed 8-0. Meeting adjourned at 7:51 p.m.

**Submitted by Rusty Whitham
Recording Secretary**